

## New Bar Coded Form Requirements for Surety Companies

### New Policy

Effective January 1, 2012, the Occupational Licensing (OL) Branch will require surety companies to use the two bar coded OL forms available online:

- Notice of Cancellation (OL 4007) at [www.dmv.ca.gov/forms/ol/ol4007.pdf](http://www.dmv.ca.gov/forms/ol/ol4007.pdf)
- Notice of Reinstatement (OL 4008) at [www.dmv.ca.gov/forms/ol/ol4008.pdf](http://www.dmv.ca.gov/forms/ol/ol4008.pdf)

### Procedures

Use the two bar coded forms to report a cancellation or reinstatement of a surety bond used to secure a license for use by:

Dealers, Lessor-Retailers, Registration Services, Remanufacturers,  
Driving School Owners, Traffic Violator School Owners, All-Terrain  
Vehicle Safety Training Organizations, and Vehicle Verifiers.

Continue to use normal business procedures when processing OL 4007 and OL 4008 forms.

Do **not** use these forms for Motor Vehicle Title, Business Partner Automation, or other surety bonds required by the department.

### Additional Information

Parties who would like to create their own electronic versions of the OL 4007 or OL 4008 forms can refer to the department's web page for instructions on obtaining approval to reproduce departmental forms. Scroll to the Alternative to Using DMV Forms section at [www.dmv.ca.gov/pubs/brochures/fast\\_facts/ffdmv1.htm](http://www.dmv.ca.gov/pubs/brochures/fast_facts/ffdmv1.htm).

### Background

The OL Branch is replacing the current document imaging software with a workflow management system that requires all documents to contain a predesignated bar code and requires strategic data placement to capture license information. The bar coded forms are available online at [www.dmv.ca.gov/forms/ol](http://www.dmv.ca.gov/forms/ol).

**Distribution**

Notification that this memo is available online at [www.dmv.ca.gov/pubs/olin/olin.htm](http://www.dmv.ca.gov/pubs/olin/olin.htm) was made via California DMV's Automated E-mail Alert System in November 2011, to the following:

- Dealers
- Driving School Owners
- Lessor-Retailers
- All-Terrain Vehicle  
Safety Training  
Organizations
- Registration Services
- Remanufacturers
- Traffic Violator School Owners
- Vehicle Verifiers

**Contact**

Questions regarding this memo may be directed to the Compliance Services and Support Unit, at (916) 229-3154.

A handwritten signature in black ink, appearing to read 'Mary Garcia', with a stylized, cursive script.

MARY GARCIA, Chief  
Occupational Licensing